

State of Illinois
Bruce Rauner, Governor

Illinois Arts Council Agency
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**Ethnic and Folk Arts
Master/Apprentice Program
GUIDELINES AND APPLICATION
Fiscal Year 2016**

Deadline: April 1, 2016

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PROGRAM DESCRIPTION

The Ethnic and Folk Arts Master/Apprentice Program (MAP) recognizes the role of the master artist/apprentice relationship in the preservation of the state’s cultural heritage. The practices, customs, stories, and skills that are passed from one generation to the next influence how we live, what we value, and our personal and collective identities. MAP helps communities preserve their own culture by providing an opportunity for master traditional artists to pass on their skills to a qualified apprentice in a time-honored method.

MAP is designed to support a mentoring relationship between master artist and apprentice. As a goal of this program is to support more than lessons, the MAP award may not be used to support an ongoing class or school. Priority will be given to apprenticeships that take place outside of institutional settings. The Illinois Arts Council Agency (IACA) does not support an individual’s academic study of any kind.

Past awards have supported apprenticeships in traditional folk or ethnic art forms as diverse as:

- Traditional duck decoy carving
- Polish Highlander music and dance traditions
- Hawaiian chant, music, and dance traditions
- Ukrainian pysanky

Grant requests for fiscal year 2016 are for apprenticeship activities occurring between June 30 and December 15, 2016.

General Information

The strongest applications to this program are those that include the pairing of master artists with apprentices who are members of the same ethnic, cultural, religious, or occupational group. Apprenticeships in which the master artist and the apprentice do not share any of these ties are a lower priority. Successful apprenticeships benefit from a work plan which includes frequent personal contact.

Grant Amount

The MAP award is a fixed amount of \$3,000, and is awarded to the master artist. It is to be considered as compensation for teaching the apprentice and to cover the cost of any required supplies, materials, equipment or tools (valued at \$500 or less), or travel by the master artist or the apprentice artist to the teaching sessions. A portion of the budget, as outlined in the apprenticeship plan, should also be set aside for expenses related to documenting the apprenticeship. Appropriate documentation is required as part of the Final Report for the Master/Apprentice award.

Definitions

Apprentice

An individual, who has some experience in the art form, demonstrates significant promise and long-term commitment to continued practice of the art form. The apprentice should have a desire to attain some mastery of the art form, and possess a strong motivation to learn the nuances of the tradition in order to pass their own knowledge onto future generations. Since the apprenticeship will take place over a short period of time, the apprentice should have enough experience in the art form to benefit from the intensive, one-on-one training. For example, an apprentice santour player should be able to play well enough to work on more advanced techniques during the apprenticeship.

Apprenticeship Work Plan

The Apprenticeship Work Plan outlines what will take place during the apprenticeship. The Plan should allow for in-depth learning that encompasses the context of the culture and the development of the mentoring relationship as well as the acquisition of techniques and artistry. As each art form has its own requirements, the duration of each apprenticeship will differ depending on the art form involved. If the art form is traditionally taught in group settings, such as ensemble dance, the master artist must choose one representative from the group to apply as the apprentice. One-on-one instruction between the master artist and the selected apprentice must be included in the Work Plan. Though an apprenticeship may be ongoing, the Apprenticeship Work Plan submitted with this MAP application must be limited to sessions between June 30, 2016 and December 15, 2016.

Community

Group of people who share a common ethnic heritage, language, religion, occupation, or geographic region.

Documentation

Apprenticeship pairs are required to document the progress of the apprenticeship. Documentation can consist of photos, video, audio, journals, etc. All grantees are required to submit samples of this documentation as part of the final report.

Ethnic and Folk Arts

Those artistic practices which have a community or family base, express that community's aesthetic, heritage and tradition, and have endured through several generations. They are part of the cultural heritage of a group whose members share a common ethnic heritage, language, religion, occupation, or geographic region. An established lineage is fundamental to identifying traditional art forms.

Master Artist

An individual recognized within their community as an exemplary practitioner of their traditional or classical ethnic art form as well as an important repository for the wisdom and knowledge of their ancestors. The master artist has developed their skill within a traditional context rather than through books or other means of formal instruction, and is regarded as a master by their peers.

Public Presentation

Near the end of the apprenticeship period the master artist and apprentice are expected to give a joint presentation for their community and the public.

Examples of a presentation include, but are not limited to:

- Offering a master class
- Hosting an open studio session
- Presenting a public performance
- Exhibiting at a local gallery or library

Site Visits

During the apprenticeship period, folklorists may make a site visit to document the apprenticeship. Photographs of the session may be taken and interviews may be taped or video recorded. This documentation does not replace the documentation that the master artist and the apprentice are required to produce throughout the apprenticeship.

GUIDELINES

Eligibility Requirements

In order for an application to be reviewed, the following criteria must be met:

- Master artist must be at least eighteen (18) years of age.
- Both the master artist and the apprentice must be:
 - Legal residents of Illinois for the twelve months prior to the application deadline and throughout the grant period.
 - Citizens of the U.S. or holders of permanent resident alien status.
- Completed application form, required supplemental materials, and work samples must be submitted by deadline.
- Submit no more than one MAP application per fiscal year from either person named on the application, i.e. the master artist or the apprentice.

NOTE: Not-for-profit organizations are not eligible to apply to this program.

Refer to the IACA website, Proof of Eligibility page link, Individuals section for specific details and verification requirements.

If awarded a MAP grant, both the master artist and the apprentice will be required to verify their U.S. citizenship or resident alien status by submitting their Social Security number or valid tax identification number.

Minor Age Apprentices

- Master artists cannot select as their apprentice any of their children or legal wards who are under the age of 18 years at the program deadline.
- Apprentices must be at least twelve years of age by the program deadline.
- Apprentices who are 12- 18 years old at the program deadline must submit a letter from a parent or legal guardian confirming the minor apprentice's residency at the parent's or legal guardian's address. The letter should also discuss the parents' willingness to transport their minor child to the apprenticeship meetings, and their support of the activities outlined in the [Apprenticeship Work Plan](#).
- A copy of [proof of Illinois residency](#) belonging to the parent or legal guardian must accompany the letter.
- The letter from a parent or guardian is considered required supplemental material.

How to Apply

- Read the program guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA [policies, priorities](#), and [program requirements](#).
- Each section of the MAP application form must be completed by the appropriate person, i.e. "Master Artist" or "Apprentice".
- Together, the master artist and the apprentice should determine the structure and length of their Apprenticeship Work Plan.
- The MAP application consists of several components. Submit three (3) copies of each component, unless otherwise noted.
 - [Application Form with sections for the master artist and the apprentice to complete](#)
 - [Master Artist Narrative](#)
 - [Apprenticeship Work Plan](#)
 - [Apprentice Narrative](#)
 - [Budget Form](#)
 - [Work Sample](#) for master artist (one copy only)
 - [Work Sample Information Sheet](#) for Master Artist
 - [Work Sample](#) for Apprentice (one copy only)
 - [Work Sample Information Sheet](#) for Apprentice
 - [Proof of Illinois residency](#) for Master Artist (one copy only)

- [Proof of Illinois residency](#) for Apprentice (one copy only)
- Submit all copies of the MAP application materials to the Illinois Art Council Agency in one package by the application deadline.

Mailing Application Materials

The IACA strongly recommends that applicants opt for mail or package delivery services that provide tracking and confirmation on all time-sensitive materials.

Prepare MAP application package with delivery information as follows:

Illinois Arts Council Agency
Master/Apprentice Program Application
James R. Thompson Center
100 W. Randolph St., Suite 10-500
Chicago, IL 60601-3230

Hand Delivery of Materials

All visitors to state government offices in the James R. Thompson Center (JRTC), including the IACA, will be required to submit to a security screening before being allowed access to the elevators. Visitors must show a valid government-issued photo I.D. and pass through metal detectors. All bags and items carried by visitors will be searched by the Illinois State Police Protective Service Unit. Do not seal any package for hand-delivery. The contents will need to be examined by security. Allowing extra time for the screening process is recommended. The IACA is located on the tenth floor, suite 500 and can accept packages between 8:30 am – 5:00 pm Monday - Friday.

Deadline

The FY16 deadline is April 1, 2016. The MAP application package must be post-marked by the application deadline when mailed; or received by close of business on the deadline if hand delivered.

Application Components

All required supplemental pages must:

- Be prepared on white paper using black ink only
- Font size must be 12 pt. or larger
- Margins must be 1" on all sides
- Adhere to the page limit requirement as posted

Application Form (template provided)

Provide the requested contact information for the master artist and apprentice. Original

signatures for both the master artist and the apprentice are required.

Budget Form (template provided)

Complete the budget form specifying expenses associated with the apprenticeship.

Master Artist Narrative (4 pages maximum)

To be prepared by the master artist

- On the top right-hand corner of this sheet, label it as “Master Artist Narrative”.
- Below that type the master artist’s name
- Type the apprentice’s name below the master’s.

Organize the narrative using the following questions as headings in the order they appear.

- Describe the traditional art form to be taught during this apprenticeship
 - What is its origin and value in your community’s culture?
 - At what times, places, or events is this art form practiced?
 - Who participates in the practice of this art form?
 - Who comes to listen to or watch this art form being practiced?
- From whom did you learn this art form?
 - How and when were you taught this art form?
 - How long has it taken for you to achieve your current level of mastery?
 - How has your mastery of this art form been recognized by your community – what “markers” does your community use to judge mastery?
 - How does the practice of this art form enrich your life?
- Have you ever taught and/or helped someone learn this traditional art form? If so, describe the circumstances.
 - How long have you known this apprentice?
 - Have you worked with this apprentice before? If yes, in what capacity?
 - In your estimation, how much does the apprentice already know about the art form?
 - What qualities does the apprentice possess that assure you that you can entrust your knowledge of your art form to them?
 - Describe why you think the apprentice will make a good advocate for this art form in the future.

Apprenticeship Work Plan (2 pages maximum)

- On the top right-hand corner of this sheet, label it as “Apprenticeship Work Plan”
- Below that type the master artist’s name
- Type the apprentice’s name below the master’s

Provide the following details about the apprenticeship work plan. Organize the plan using the

following questions as headings in the order they appear.

- What level of ability and accomplishment can be achieved through this apprenticeship? Be as specific as possible – for example – indicate an object to be made, a body of songs to be learned, an instrumental technique or dance style to be taught, and if this apprenticeship will build on any prior accomplishments.
- How many times do you plan to meet with your apprentice during the apprenticeship period?
- Where will the meetings take place?
- How long will each meeting last (approximately)?
- What supplies and materials are needed and/or required to carry out this apprenticeship?
- Are these supplies and materials available to you to begin the apprenticeship immediately upon notification of this grant award?
- Will the apprentice have other responsibilities during this time, such as assisting the master with his/her own projects?
- How will you document the progress of the apprenticeship (video, photograph, audition recording, or other means)?
- Provide a session by session outline of the proposed apprenticeship plan.

Apprentice Narrative (2 pages maximum)

To be completed by the apprentice.

- On the top right-hand corner of this sheet, label it as “Apprentice Narrative”
- Below that, type the master artist’s name
- Type the apprentice’s name below the master’s

NOTE: All apprentices, regardless of their age, must respond to the following questions in their “own voice.” If the apprentice chooses to quote someone other than themselves, such as a revered teacher or artist, then that person’s quote must be properly attributed. Parents and guardians are cautioned not to provide the answers to these questions for their children, but rather to assist them.

Organize the narrative using the following questions as headings in the order they appear.

- Describe any cultural, community, or familial connection you have with the master artist.
- How, when, and where did you learn this traditional art form? Who are the people you observed, imitated, and interacted with who influenced you in this art form?
- What is the role and importance of this art form in your cultural community?
- In what places or at what events do you practice your traditional art?
- Why do you want to study with this master artist?

- What do you hope to accomplish during the apprenticeship?
- In the future, how do you plan to use the skills you will acquire as a result of this apprenticeship?
- How will your participation in this apprenticeship benefit your community?

Work Samples

The master artist and the apprentice should take care in their selection of work samples to submit for the panel review. Materials should be of the highest quality possible and clearly demonstrate skill and technical ability. At least one work sample from both the master artist and the apprentice are required.

- Work samples for the apprentice:
 - Cannot be more than three years old (i.e. created, performed, etc. within the past three (3) years)
 - Must demonstrate some competence and experience with the traditional art form to be learned during the apprenticeship
 - Apprentices without prior experience in the traditional art form will be considered a low priority
- Work samples for the master artist:
 - Have no date limitations
 - When possible include audio or video of a “lesson” or demonstration of the master artist teaching the artform
 - Include the most current work possible

For DVD submissions:

- The jury will review no more than five minutes of submitted work samples
- Promotional DVDs or clips from broadcast media will not be accepted as work samples
- If DVD contains more than one work sample, format the DVD to include a link on the menu/title page for each piece

All work samples must be clearly labeled with the artist’s name and submitted in a format that is listed below. Clearly label each work sample with the corresponding artist’s name.

Traditional craft artists and material culture practitioners

The master artist and the apprentice must each submit a minimum of six and a maximum of nine digital images of their work. A minimum of four separate works must be included; if the apprentice cannot provide examples of four separate works, contact IACA staff to discuss options.

Digital images must be:

- Submitted on a PC formatted CD
- Images must be in JPEG (.jpg) format, saved at 72 dpi resolution with an image size no larger than 1240 x 1240
- Each image should be named with the person’s last name and the 2-digit number of the image, for example: Smith01, Smith02, Smith03, etc
- The master artist and the apprentice must submit their digital images on separate CDs

Under some circumstances slides or photographs will be accepted as work samples with prior approval. Contact [IACA staff](#) to discuss special circumstances.

Dancers and Choreographers

Must submit a minimum of three minutes of the master artist’s and the apprentice’s work; each on a separate DVD.

Musicians

Must submit a minimum of three minutes of the master artist’s and the apprentice’s work; each as a separate sample. It is highly recommended that the work samples be submitted on a DVD.

Storytellers

Must submit a minimum of three minutes of the master artist’s and the apprentice’s work; each as a separate sample. It is highly recommended that the work samples be submitted on a DVD.

Work Sample Information Sheet

Separate Work Sample Information Sheets are required for the master artist and the apprentice.

- Label one sheet as Work Sample Information Sheet - MASTER ARTIST in the top right-hand corner of the page
- Type the master artist’s name below that
- Type the apprentice’s name below the master artist’s name.
- List the appropriate information as described below for the type of work sample submitted by the master artist
- Label the second sheet as Work Sample Information Sheet - APPRENTICE in the top right-hand corner of the page
- Type the master artist’s name below that
- Type the apprentice’s name below the master artist’s name
- List the appropriate information as described below for the type of work sample submitted

For digital images include the following information on the Work Sample Information Sheet:

- IMAGE #1, IMAGE #2, etc.
- Title
- Year Completed
- Medium/Materials
- Description
- Provide this information for each image submitted

For DVDs or CDs include the following information on the Work Sample Information Sheet:

- Sample #1, Sample #2, etc.
- Type (CD, DVD)
- Cue Begin
- Cue End
- Date of creation
- Date of performance to be reviewed, i.e. taping or recording date
- Title
- Participants (list participants and their instruments and/or their role in work sample)
- Description (briefly describe entire piece, then provide more detail of the excerpt to be viewed.)

If submitting work samples that demonstrate ensemble work, clearly identify the master artist and/or the apprentice on the Work Sample Information sheet. For example: “The master artist is wearing a red shirt and enters from stage left”.

If the work sample includes multiple selections, indicate on the Work Sample Information Sheet, the title and length of each selection in the order they appear on the work sample.

Proof of Illinois Residency

As proof of Illinois residency, both the master artist and the apprentice must submit a copy of one of the following documents:

- A valid Illinois driver’s license which includes the date issued and expiration date (photocopy entire front and back)
- A valid State of Illinois identification card which includes the date issued and expiration date; (photocopy entire front and back)

REVIEW CRITERIA & PROCESS

Evaluation Criteria

Applications will be reviewed on the following criteria:

- Excellence of the master artist

- Master artist practices a traditional art form learned in his or her community
- Master artist demonstrates artistic excellence based on the community's aesthetics
- Master artist understands the apprentice's potential and provides an effective teaching plan
- Excellence of the apprentice
 - Apprentice has developed skills in the traditional art form and learned these skills in his or her community
 - Apprentice exhibits a commitment to continuing to study the traditional art form beyond the apprenticeship period
 - Apprentice demonstrates the potential and the willingness to share the traditional art form within their immediate community and to the wider public
- Quality of Apprenticeship Work Plan
 - Apprenticeship Work Plan advances the apprentice toward mastery of the art form, and includes an appropriate schedule of sessions
 - Apprenticeship Work Plan addresses how the master artist will teach the techniques and history of the art form to the apprentice
 - Apprenticeship Work plan indicates at what point(s) the master artist and apprentice will document their progress during the apprenticeship experience
 - Apprenticeship Work plan outlines ideas for how the master artist and the apprentice will share the traditional art form with their community and the public
 - Apprenticeship Work Plan demonstrates consistent one-to-one interaction between the master artist and apprentice
- Program Priorities
 - Application fills a cultural or geographic void not currently being met
 - Master and apprentice are working within their own cultural heritage
 - Apprenticeship is taking place outside an institutional setting
 - Apprenticeship will ensure the continuation of an art form within a community in which it is valued

Review Process

- The application is received and assigned an application number that will be used in future communication regarding that application
- Applications which have been ruled ineligible or incomplete will not be reviewed
- An advisory jury meets to review all eligible applications against the [Evaluation Criteria](#)
- The final recommendations are presented to the Board for their consideration and approval

- A record of the review process is maintained for all reviewed applications
- Applicants are encouraged to call for review feedback after receiving decision notification
- Review meetings are open to the public. Applicants may observe, but they may not address the jury
- Notification of the review meeting date will be posted on the IACA website at www.arts.illinois.gov
- The final recommendations are presented to the Board for their consideration and approval
- Awards are announced after the Board has met and pending available funds
- A record of the review process is maintained for all reviewed applications
- Applicants are encouraged to call for review feedback after receiving decision notification

NOTIFICATION & COMPLIANCE

Notification

The IACA sends all correspondence regarding grant applications to the master artist's email address as it is listed on the application. If funded, notification will include required materials, which must be completed and returned to authorize payment. Once these documents and copies of other requested materials* are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.

**Before funds are released, grantees may be required to provide additional documentation that verifies residency status for at least one year prior to the application deadline. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.*

Work Sample Retention

Work samples of Master/Apprentice Program grant recipients will be retained or copied by the Illinois Arts Council Agency for its archives or submission to a public-use archive. By submitting work samples, applicants give permission to the IACA to use images and content in IACA produced publications and website.

Taxability of Grant

The Internal Revenue Code provides that the full amount of a Master/Apprentice Program grant is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

Final Reports

MAP grant recipients must submit final reports within 30 days after the end of the grant period. Appropriate documentation (photos, tapes, or videos) of the accomplishments made during the apprenticeship must be included with the final report.

Crediting Requirements

Grant recipients must credit the IACA and the National Endowment for the Arts in all promotional material and public notices in the following manner:

"This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts"



ILLINOIS
ARTS
COUNCIL
AGENCY



ART WORKS.



**National
Endowment
for the Arts**
arts.gov

For further information regarding usage of the logos and to download copies, go to the [logo page](#) of the [IACA website](#).

For specific information on this program, contact:

Susan Dickson, Director of Arts-in-Education, Ethnic & Folk Arts, & Literature Programs
Phone: 312-814-6740, Email: susan.dickson@illinois.gov

For general information about the IACA contact:

Illinois Arts Council Agency
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
312/814-6750
1/800/237-6994 Toll-free in Illinois
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov

Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.

The IACA acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, national origin/ancestry status, disability, age, marital status, arrest record, military status, unfavorable discharge from military service and citizenship status. Any individual who has been subject to such discrimination may file a complaint. Call the Illinois Arts Council Agency at 312/814-6750 or TTY 1-888-261-7957 and the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office:

Encarnación M. Teruel

(312) 814-6753

Encarnacion.Teruel@illinois.gov

TTY: (888) 261-7957

APPLICATION FORM

MASTER ARTIST	
NAME	
ADDRESS	
CITY, STATE, ZIPCODE	
PHONE	
EMAIL ADDRESS	
WEBSITE	
DATE OF BIRTH (MM/DD/YYYY)	
PLACE OF BIRTH	
<p>CERTIFICATION - MASTER ARTIST I certify that:</p> <ol style="list-style-type: none"> 1. I am a U.S. Citizen or holder of permanent resident alien status. 2. I am a resident of Illinois and have been for at least 12 months prior to the application deadline and will remain a resident throughout the grant period. 3. I am at least 18 years of age. 4. I am willing to work with: <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p style="padding-left: 20px;">as my apprentice according to the plans described in this application.</p> <ol style="list-style-type: none"> 5. Statements in this application are true and complete to the best of my knowledge. 	
MASTER ARTIST SIGNATURE	DATE

APPRENTICE	
NAME	
ADDRESS	
CITY, STATE, ZIPCODE	
PHONE	
EMAIL ADDRESS	
WEBSITE	
DATE OF BIRTH (MM/DD/YYYY)	
PLACE OF BIRTH	
<p>CERTIFICATION - APPRENTICE I certify that:</p> <ol style="list-style-type: none"> 1. I am a U.S. Citizen or a holder of permanent resident alien status. 2. I am a resident of Illinois and have been for at least 12 months prior to the application deadline and will remain a resident throughout the grant period. 3. I am at least 12 years of age. 4. I am willing to work with: <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p style="padding-left: 20px;">as my master artist according to the plans described in this application.</p> <ol style="list-style-type: none"> 5. Statements in this application are true and complete to the best of my knowledge. 	
APPRENTICE SIGNATURE	DATE
PARENT OR GUARDIAN SIGNATURE IF APPRENTICE IS A MINOR	

BUDGET FORM

MASTER ARTIST NAME _____	APPRENTICE NAME _____
TRADITIONAL ETHNIC OR FOLK ART FORM TO BE TAUGHT _____	
APPRENTICESHIP START DATE (MM/DD/YYYY) _____	APPRENTICESHIP END DATE (MM/DD/YYYY) _____
BUDGET (BUDGET TOTAL MUST EQUAL AT LEAST \$3,000)	
MASTER ARTIST'S FEE:	\$ _____
SUPPLIES, MATERIALS , AND EQUIPMENT OR TOOLS (VALUED @ \$500 OR LESS): (LIST ITEMS REQUIRED FOR APPRENTICESHIP)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TRAVEL:	
COSTS FOR USE OF AUTO (DRIVING):	
_____ # OF TRIPS x _____ RT MILEAGE x _____ CENTS/ MILE =	\$ _____
OR	
COSTS FOR PUBLIC TRANSPORTATION (BUS/TRAIN):	
_____ # OF TRIPS x \$ _____ RT FARE =	\$ _____
OTHER TRAVEL EXPENSES: _____	\$ _____
DOCUMENTATION: _____	\$ _____
TOTAL EXPENSES FOR THE APPRENTICESHIP PERIOD:	\$ _____